

California Historical Records Advisory Board
Meeting Minutes
June 25, 2009

Location: The Bancroft Library, University of California, Berkeley

Members Present: Peter Blodgett, William Estrada, Christine Figueroa, Wendy Franklin, Nancy Lenoil, Laren Metzger, Charles Palm, Jane Rosario, Chuck Wilson

Members Absent: Gabriele Carey, Gary Kurutz, Jim Hofer, Jennifer Martinez Wormser

Guest: Lori Lindberg

State Coordinator Nancy Lenoil called the meeting to order at 10:02 a.m.

Approval of Minutes

Motion: A motion was made by Charles and seconded by Chuck to approve the minutes of February 10, 2009 as presented. The motion passed unanimously.

SNAP Grant

Lori Lindberg provided a summary of her work to date on the 2008 SNAP grant.

The clearinghouse of information on archives and records management is nearly complete. She will send the information to Laren by the end of the month. The clearinghouse, to be housed at the State Archives' web site, will offer categories of information. There was some discussion about how to provide information about vendors and whether they could be charged a fee for listing their services on the clearinghouse.

Lori provided a draft of a brochure about records management to be distributed to local governments. There ensued a general discussion about the brochure, both its content and format. Lori will incorporate the comments into a new draft that should be completed by mid-August.

Lori distributed an outline of a one-day records management workshop. The workshop will be offered at eight regional sites beginning in the fall. She noted that in addition to PowerPoint slides, the students will be given handouts and will participate in guided exercises.

The board thanked Lori for her efforts to date after which she left the meeting.

Other Grants

Nancy indicated that the board has been awarded \$20,000 in NHPRC funding for a SNAP grant project to begin July 1, 2010. This project will focus on developing resources to assist organizations in seeking grant funding.

Laren noted that at the May 2009 meeting of NHPRC, USC was awarded funding for its documenting LA project. This application had been rejected by the board at its November 2008 meeting. All other records-related applications submitted by California repositories were rejected by the commission.

Board Advocacy

Nancy led the members in a discussion about the role of the board in promoting legislation and professional issues. There was a consensus that the board needed to be active in this area, but should avoid political considerations to the greatest extent possible. Two statements were completed to express the board's intent toward advocacy.

Advocacy for legislation: "When CHRAB becomes aware of legislation relating to records, we will evaluate the legislation based on professional standards and best practices, and in response to strategic planning of the board."

Advocacy for issues: "When CHRAB becomes aware of issues relating to records, we will evaluate the issues based on professional standards and best practices, and in response to strategic planning of the board."

Legislation

Nancy summarized the current status of records-related legislation.

AB 1245, the replevin bill, passed the Senate Judiciary Committee on a 5-0 vote. The Senate Appropriations Committee will next hear it. It was agreed that the board should support the bill, but that neither Nancy nor Laren could sign the letter.

Motion: It was moved by Chuck and seconded by Peter that Charles would be appointed acting state coordinator of the board in order to sign a letter of support. The motion passed unanimously.

Motion: It was moved by Peter and seconded by Chuck that Charles would send a letter on behalf of the board in support of the bill to Assembly Member Monning, the bill's author. The motion passed unanimously.

Action: Laren will send last year's letter of support and a copy of board letterhead paper to Charles as soon as possible.

AB 827, preservation of county records, is scheduled for a hearing on July 1st before the Senate Local Government Committee. Some issues regarding the bill remain. Laren summarized a discussion he had with staff from the committee.

AB 985, discriminatory restrictions on real property, is scheduled for a hearing on July 6th before the Senate Appropriations Committee. After some discussion, the board concluded that it would be prudent to take no position on this bill.

Motion: A motion was made Chuck and seconded by Peter that the board would take no position on AB 985. The motion passed unanimously.

The board adjourned for lunch at 12:18 p.m. and reconvened at 1:12 p.m.

NARA – Laguna Niguel

After a thorough discussion about the merits of the NARA proposal to relocate the archives facility at Laguna Niguel to Perris, CA, the board agreed to raise its concerns to NARA and seek an explanation for the proposal.

Action: Nancy will prepare a draft letter for board review.

PAHR

Nancy urged members to contact their congressional representatives and seek their support for the PAHR legislation. Peter reported that Sue Hodson, in her role as SAA Council liaison to the PAHR task force, has been in touch with Adam Schiff's staff. Jane noted that she would contact several Bay Area representatives. Nancy will approach David Crossen who has a good relationship with House Speaker Nancy Pelosi.

Archives Month

Nancy summarized activities relating to archives month. Work on the poster is nearly complete. Planning for the State Archives Open House is underway. This year will feature materials that could not be used in the Archives' Lincoln exhibit. Peter and Bill mentioned the LA as Subject event, which attracted much attention last year. Wendy suggested that creating a bookmark for archives month might be a useful outreach product.

Management of Board Records

Laren summarized the activities relating to this issue that were raised at the last meeting of the board. Minutes of the board are now available at the CHRAB web page. NHPRC staff has suggested that they are willing to provide sample proposals to potential applicants. Laren has begun work on creating retention schedules for board records.

Response from NHPRC

Nancy referred members to the email received from NHPRC in response to board concerns about the grant application process.

Cataloging Hidden Collections

Nancy offered a summary of efforts on this project.

Reports from State Agencies

State Archives: Nancy referred members to her report, but provided updates for several items. The original projection for conversion of fixed shelving to compact shelving has been reduced. The

original 1849 State Constitution may be displayed during the Archives Open House. Regulations relating to preservation of electronic records issued by the Secretary of State for local governments are in sync with the board's strategic plan.

State Parks: Wendy indicated that this is a very challenging time for State Parks. The Governor has proposed that 80% of the parks be closed. The Democrats have proposed a hike in car registration fees that would be earmarked for park funding. The Governor has opposed this option. Wendy noted that Parks is developing a plan for shutting down park facilities that would protect cultural sites, structures, and collections. Parks would welcome support from the board.

Motion: A motion was made by Chuck and seconded by Peter to send a letter to the Governor expressing the board's concern over the closure of park units. The motion passed unanimously.

Action: Nancy will draft a letter for the board's review.

Reports from Other Organization

Chuck noted that the CCPH annual meeting would be held in Monterey in late October this year.

Other Business

NHPRC Grant Review: Chuck suggested that it would be useful for the board to discuss the four grant applications relating to digitizing of historical records.

Action: Laren will circulate potential dates ASAP for the board to conduct a teleconference meeting to discuss the applications sometime in early July.

Meeting with WAI Students: Nancy indicated she would raise the board's concerns relating to the meeting with WAI students at the WAI Management Committee meeting tomorrow. In particular, the board feels that the meeting would be more useful if the participants had information in advance about the board members and the work of the board, and the board had a summary of information about the WAI participants. In addition, there was a consensus that a private room is needed.

Reactivation of County Historical Records Commissions: Laren noted that a letter has been distributed to all clerks of the boards of supervisors soliciting contact information about county historical records commissions or organizations that encompass the function of the commissions. As most counties have had dormant commissions for many years, this effort is starting from scratch. It is hoped that enough contact information will be obtained to enable the board to pursue its SNAP grant objective of reactivating the annual meeting of the commissions.

NHPRC Funding Decisions: There was a brief discussion about the board's concern over NHPRC's decision to fund projects that have been rejected by the board. The board would like more information about why these projects are getting funded.

Action: Nancy and Laren will contact NHPRC staff and seek additional information on this topic.

Next Meeting

Nancy indicated that the next meeting of the board would be held in Sacramento this fall with a date yet to be determined.

Adjournment

A motion was made by Charles and seconded by Christine to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 3:00 p.m.